

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Frank English</i>
2. Database Title: <i>General Schedules</i>	5. Phone Number: <i>804 - 692 - 3600</i>
3. Database Acronym: <i>GS</i>	6. Signature & Date: <i>for C. Preston Hill</i>
7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)	
(See Attached)	
Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

INFORMATION REQUESTED:

- Public Body Name & Numeric Code: (Library of Virginia - #202)
2. Database Title: General Schedules
 3. Database Acronym: GS
 4. Point of Contact: Records Management Section
 5. Phone Number: (804) 692-3600
 6. Date Submitted: 11 July 1997
 7. Database Description & Contents:

A series of records retention and disposition schedules for state agencies and localities in Virginia. General schedules list public records by records series and give retention and disposition periods for each series. Retention schedules are required by § 42.1-86.1 of the Code of Virginia. There are 27 general schedules for localities and 11 for state agencies. No restrictions.
 8. Date of Last Update: May 1997 - state agencies. Feb 1996 - localities.
 9. Frequency of Update: Every 3 -5 years, dependent on work loads.
 10. Formats available and Schedule of Fees:

Sets of locality general schedules are available in paper format for \$7.00 a set.
Sets of state agency general schedules are available for \$5.00 a set.
Modified copies of the General Schedules are available at no cost, on line, in html format, at <http://leo.vsla.edu/records/>.